

**APPENDIX I**  
**ARIZONA NATIONAL GUARD**  
**UNIT**  
**MILITARY POINT OF CONTACT**  
**JOB DESCRIPTION**

**TITLE:** Military Point of Contact (MPOC)

**MAJOR OBJECTIVE:** To train and assist unit family members in organizing and sustaining the unit's (detachment, company, battery, squadron and flight) Family Readiness Group (FRG).

**RESPONSIBILITIES:**

To work with, and under the supervision of, the unit commander in an effort to organize, implement, and sustain the unit's FSG.

To work within partnership with the unit's civilian volunteer FRG Chairperson to ensure effective and efficient management of the FRG.

To supply information to the unit's FRG Chairperson on the Family Program: to include a complete list of unit personnel names, addresses and phone numbers, and the names, addresses and phone numbers of spouses and/or other family members.

To obtain from the unit's full time personnel, the names of all NEW accessions so they and their family members might be welcomed into the unit and the family members invited to participate in the unit's FRG programs and activities.

To ensure the required Family Information Briefing is presented to unit family members at least annually.

To work with the unit's FRG Chairperson to organize and conduct educational meetings and opportunities for family members to learn more about the Indiana Army/Air National Guard, Family Program, and community resources, thereby developing a "chain of concern" and esprit de corps among family members.

To assist the unit's FRG leadership in developing a directory of community resources that will assist family members, especially during the absence of the spouse. The directory should contain the name, information about eligibility, phone number, location, cost, and other information relevant to unit family members.

## **Arizona National Guard Family Readiness Program – Appendix I**

To assist the unit's FRG leadership in recruiting volunteers to form FRG sub-committees to perform the required duties of the FRG. Examples of these committees are Welcome, Social Services, Activities, Emergency Relief, Public Relations, and Retirement.

To report to the unit commander (monthly), the progress of the FRG, problems identified (with recommended solutions) and plans for upcoming events.

To assist the unit commander and the FRG leadership in planning and conducting Family Days, awards ceremonies, and other events which may involve families.

To provide the unit commander and the FRG leadership information regarding the Family Program which can be published in the unit's bulletin and FRG newsletter.

To assist the unit commander and the FRG in supporting family members experiencing personal crises, such as death in the family, marital conflict, problems relating to family separation due to military obligations, or other events which may impact upon the family.

To submit any unit FRG leadership changes, with addresses and phone numbers, through channels to the State Family Program Office as they occur.

To ensure the unit's FRG leadership is provided use of the unit's facilities (to conduct meetings) and equipment for FRG official business. Examples are copy machine, computers, file cabinets, typewriters, office supplies, etc. Based on commander's approval and availability.

To ensure unit FRG members and other unit family members, receive all materials as they relate to family issues. Examples are State/unit newsletters, Fact Sheets, Brochures, Bulletin, Regulations, and other published information.

To provide training to the unit's civilian volunteers on organizing, implementing and sustaining a FRG.

Other duties as determined by the unit commander or directed by the State Family Program Office.

**QUALIFICATIONS:** The individual must:

Have the DESIRE and COMMITMENT to work with unit families.

Have the TIME to assist/support volunteer family members in organizing and sustaining the unit's FRG.

## *Arizona National Guard Family Readiness Program – Appendix I*

Have the KNOWLEDGE to assist in educating unit family members.

Have a reasonable amount of time remaining on their current enlistment obligation.

Have a mature, responsible, and positive attitude.

Have the ability to get along well with others.

### TRAINING:

As provided by the State Family Program Office, on the job training, the unit commander. May include regional/state workshops sponsored by the State Family Program Office.

### WORK HOURS:

Hours are flexible as determined by the needs of the unit's FRG and commander. Must be allotted time during drill periods to implement the unit's Family Program.

### COMMITMENT:

The minimum commitment is one year unless changed by mutual agreement of the unit commander and the MPOC. Contract is renewable based upon favorable performance evaluation. However, no MPOC should exceed two years.

### ACCOUNTABILITY AND SUPERVISION:

The MPOC works independently under the guidance and supervision of the unit commander. Performance should be evaluated (with input by the FRG Chairperson) at least quarterly (verbally) and annually (in writing).

### BENEFITS:

The MPOC will be privileged with information provided by the unit commander, and information from higher headquarters as deemed necessary and appropriate.

The unit commander will provide the MPOC office space, office supplies, use of the phone, copier, and mailing privileges to conduct official unit FRG business.

The MPOC will receive training as necessary.

The MPOC will gain recognition as the unit's Family Program representative.

**NOTE: THIS JOB DESCRIPTION IS PROVIDED AS GUIDANCE FOR USE BY  
UNIT COMMANDERS AND MPOCs.**